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27 March 1964

MEMORANDUM FOR: Deputy Assistant Director, CR

SUBJECT : OCR Activity Reports

REFERENCE : Your draft dated 3 March 1964

1. We completely agree that a monthly report with a statistical appendix is preferable over the present quarterly report. The elimination of the manpower statistics will save time. We can always make spot checks of man hour employment if desired and allocate to functions based on these spot checks.

2. We suggest the statistical appendix for the Document Division might be more useful if collateral and codeword data are separated as shown in the attached draft.

3. The "Services" performed by the Document Division are mostly "Processing" services; we have shown in the draft however the requests received by the Top Secret Control Office and by the Dissemination Control Branch.

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Chief, Document Division

Attachment:

Draft - Statistical Appendix to Activity Report
Document Division

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